

Radcliffe-on-Trent Parish Council  
Minutes of the Amenities Committee Meeting, held in the Radcliffe Room  
at The Grange, on Monday 17 September 2018 at 7pm

Cllr John Thorn (Chairman)	Cllr Pam Thompson (Vice Chairman)	Cllr David Astill (A)
Cllr Rod Brears	Cllr Joe Bailey	Cllr Bill Banner
Cllr Martin Culshaw (A)	Cllr Graham Budworth	Cllr Alice Tomlinson
Cllr Jean Robinson	Cllr Josephine Spencer (left 7.45pm)	Cllr Keith Agar
Cllr Gillian Dunn	Cllr Graham Leigh-Browne (A)	Cllr Sue Clegg

Ex-officio: Cllr David Barton (PC Chairman) Cllr Georgia Moore (PC Vice Chairman) (A)

Also present Sally Horn (Acting Parish Clerk), Jacquie Earp (Admin Assistant) RBC Cllr Roger Upton and no members of the public.

1. Apologies  
Cllrs Georgia Moore, Martin Culshaw, David Astill and Graham Leigh-Browne – Approved.
2. Declarations of Interest  
Cllr Graham Budworth declared an interest in agenda item 14.
3. Chairman's Announcements  
There were no Chairman's Announcements
4. Minutes of the previous meeting held on 16 July 2018 and extraordinary 06 August 2018 for approval  
Resolved: "That both sets of minutes are approved and signed by the Chairman."
5. Clerk's report on items arising from these minutes:  
16 July Minutes:  
M.5: Cllrs were made aware that Grounds Person Matthew Williams had now resigned and was no longer working for the PC.  
M.5: The Angling Society have requested that the new bench is placed on the Cliff Path, as benches have been vandalised down at the Lily Ponds. The Clerk will look into this request alongside the PC Policy on spaces between benches at the Cliff Path on her return from holiday.  
M.5: The Top Soil and other materials delivery to the Cemetery by Carnell Contractors is in hand.  
M.8: A new bin has been delivered to replace the vandalised one near to the Spectator Stand at Wharf Lane. The Clerk will now liaise with the Football Club as to where exactly the new bin will go.  
M.9: The Christmas Lighting Scheme for 2018 was resolved, is in hand and is listed later on at agenda item 17.  
M.10: The Village Public Toilets Refurbishment has been scheduled for a date in October 2018. The Chairman noted the left hand toilet lock was not currently working and needed attention.  
M.11: A Play Area Inspection Report identified various items of PC play area equipment requiring repairs. A quote has now been accepted from Jon Walker Ltd to repair ALL PC play equipment. It was also noted the 2 new items of adult fitness equipment was installed and working at Wharf Lane Play Area.  
M.12: The Clerk has already submitted an application to RBC for 10 new trees. Cllr Upton confirmed he had not seen any applications from any PC's. RBC will now be contacted to chase this up. Cllr Agar also suggested there should be a pro-forma available to sign for Cllrs, so that the 2 trees they are personally entitled to, can be used for PC areas in Radcliffe instead.  
M.17: The two new Recycling Bins in the village from RBC have been installed, and are in use.  
06 August Minutes:  
M.3: The Clerk is waiting for a delivery date re: the shipping container to be placed on PC land next to the Wharf Lane Pavilion.  
M.4: Phil Taylor from Radcliffe Conservation Group is happy with the recent cutting and raking that has taken place at Dewberry Hill.

6. Financial Update April – August 2018  
Discussed and Accepted. It was also noted the Cemetery has had a busy spell and that grave digging and burial income were above budget.
7. Open Session for members of the public to raise relevant matters, limited to 15 minutes  
Standing Orders were suspended at 7.10pm
  - RBC Cllr Upton liked what had been done with Bingham Road Triangle and he noted it was much neater as the grass is now being regularly mown.

Standing Orders were reinstated at 7.11pm

8. Grounds Staff Update Report  
Memorial Park Planting Circle  
Jenny Ellis has proposed a planting circle for the Memorial Park, which was discussed by Committee members. Cllrs were concerned that the Silver Birches for the middle of the circle would be too large and have an impact on any smaller plants in the circle. Reassurance is required that the Birches will not grow to be an enormous tree and that there would not be any watering issues. Cllrs asked that the Clerk review these proposals with Jenny and would like confirmation as to the size of the Silver Birch trees and the size of the Mahonia Japonica. At the next Amenities Meeting Cllrs requested that a more detailed report is available regarding the costs, donators, height spread and canopy of trees and plants for the planting circle.
9. Cemetery:  
To Consider a Report and Recommendation from the Working Group re: Headstones and Health and Safety Inspections  
Noted and discussed. The PC is tackling the Cemetery issues and agrees with recommendations made by the Cemetery Working Group Party. Some Cllrs felt that St Marys Church should make a contribution towards Specialist Costs (Memsafe), however it was noted the PC have a legal responsibility for the maintenance and upkeep of both Cemeteries in the village. After further discussion it was Resolved: "That the Clerk will write to the Church Council to appreciate a contribution towards costs of the Inspection work in the Cemetery."  
Also after finding a significant number of discrepancies, the Wall of Remembrance has been updated with correct information. Procedures were then discussed: Marion Caunt is continuing with her work to update Cemetery records, had now obtained a more accurate headstone count, and there will be 2 Public Consultation Sessions in October. As the initial headstones review costs from the Inspector have been calculated at 1542 headstones x £2.75 = £4,240 it was suggested the works be selective and only part of the Cemetery be addressed. The Chairman was of the view it was better to complete the remedial works in one go so that all records are updated and pear recorded otherwise this procedure could take years to complete. It was noted that some graves are dangerous, a risk and that deaths have been caused by unsafe graves falling on children in other areas of the UK. PC Cemetery Administration procedures have also changed to keep grave ownership records updated. It was agreed to 'marry up' Marion's work with the data produced by Memsafe and to work with Pear to achieve a correct plan of the whole of the Cemetery. It was Resolved: "To make a recommendation to F&GP Committee to release funds of £4,240 for the Memsafe Inspections. And it was also Resolved: "To agree no change to the Memorial Installation Installation Requirements (ie: no concrete rafts), Agree Procedures Timetable and Agree Treatment of Unsafe Memorials."

Cllr Spencer then left the meeting at 7.45pm.

#### Highways England/Carnell Materials Offer up to £5k - Update

Cllrs were updated on the various materials offered by Carnell, including Topsoil, Slabs and Gravel.

10. Dewberry Hill & Lily Ponds Management Plans – To Note Working Group to Review them 3/10 Prior to 2019/20 Budget Setting

Noted. The Working Group will review the Dewberry Hill & Lily Ponds Management Plans on the 3<sup>rd</sup> October at 10am.

11. Radcliffe Conservation Group: Update

Cllr David Barton provided an update, as Phil Taylor from the Radcliffe Conservation Group could not attend tonight's meeting. There was a very successful 2<sup>nd</sup> working session at Dewberry Hill on the 10<sup>th</sup> September. Fourteen volunteers attended the session who were mainly residents from the Harlequin and cleared shrubs & trees to make way for the recent mowing and raking. There are now two volunteer groups which cover separate areas of the village at separate times. The Biodiversity Grant Application has also been approved for scythes, hay rakes and hay forks for the Conservation Group and Holly Hedging whips for the PC. The mowing and raking was carried out by Contractor Mark Winter last Thursday & Friday and he plans to return next Tuesday to do a final cut and rake opposite the Woodland Close twitchell. The next Dewberry Hill Work session is on the Sunday 7<sup>th</sup> October. Viewing Vistas have now been opened up and native wild flowers now have a chance to grow and flourish. This is all very encouraging, and Phil believes the group will be very successful. It was also noted that the new Dewberry bushes have now been planted. A further work session on the 1<sup>st</sup> Sunday in November will probably be laying chippings at the bottom of Hollow Well Steps. The PC were then asked if bark chippings could be sourced in time for this session.

12. Radfest 2K19 – To Receive a Letter from Young Radcliffe for Permission to Use the Wharf Lane Recreation Ground for 2019 Event

Noted and discussed. It was Resolved: "The Parish Council gave permission for Young Radcliffe to use the facilities of Wharf Lane Recreation Ground to host the Radfest Event on Saturday 22<sup>nd</sup> June 2019."

13. Radcliffe Olympic Football Club

Wharf Lane Container: To Arrange a Working Group Meeting to Consider Terms of Use

The Chairman confirmed the Working Group for the new Wharf Lane Container to be the same Cllrs as the Football Liaison Sub-Committee Group, i.e. Cllr Thorn, Cllr Spencer, Cllr Bailey, Cllr Tomlinson and Cllr Thompson. The Terms of Use Document, should be 'tweaked' by the Clerk and a final decision made for its format by the 6<sup>th</sup> December when there will be a meeting between the Football Liaison Sub-Committee Group with Radcliffe Olympic.

To Receive Notes of W.G Liaison Meeting Held 26.07.18

Noted. In addition the Football Club had huge problems this year and most of the home matches postponed as the hot dry summer had left cracks in the football pitch which meant it was too dangerous to play some football matches. The Club did try filling in the cracks with top soil, but this just disappeared into the ground.

Correspondence re: Dog Fouling on Pitch

Noted. The Chairman recalled that before an area is banned from dogs, photographic evidence is required. The Clerk has also obtained advice from NALC regarding dog fouling. Further discussions took place which included:

- As the pitch is PC land 'No Dogs' Notices could be placed around the pitch. For most dog owners this would be sufficient, and an action that could be done immediately.
- Investigate Bylaws with RBC
- It is thought that only a very small amount of irresponsible dog owners are not picking up waste after their pet.
- Wharf Lane is a Recreation Ground and is used for recreation, concerned one group of users would exclude another group of users
- There are lots of notices at Bingham Road stating 'No Dogs Allowed' on the pitches, however there are different people every week on the pitches with their dogs.
- It shouldn't be a case of picking up after dogs, the dogs should not be there in the first place, and is disrespectful to the players.

- The existing dog bins suggests it is ok for dogs to be there and for waste to be picked up and placed in the bins, but this is clearly unhygienic for the players. Notices should be put up that refers to a bylaw and a maximum fine.
- People take their dogs to Wharf Lane and park in the car park near the bridge, where there is a dog bin.
- Dog waste on a football pitch or children's playground is very dangerous and can cause Toxocariasis. Any footballer or child that cuts or grazes themselves could get this which causes blindness.
- Dog owner tend not to walk their dogs on a lead, but allow them to chase after a 'catapulted' tennis ball to race out of sight. If the dog then fouls somewhere, the dog owners are probably not even aware.
- Dog Walking Services have been advertised on Social Media, and a video of 5 dogs running onto the Football Pitch is included on the advertisement.
- It is often accidental for dog owners at night not to see their dogs fouling the area.

As there is no signage at all at the Football Pitch it is proposed that the Clerk investigate the bylaws to make it illegal for dogs to go onto the Football Pitch and to also find out the costs and placements of notices, then report back to the next Amenities Committee meeting on the 15<sup>th</sup> October.

14. To Receive a Letter from Park Homes Secretary – Request Use of Wharf Lane Car Park as an Assembly Point for Emergencies

Cllrs confirmed this was a reasonable request and had no problem with it. However, it was agreed the arrangement should not be on a formal basis and that a notice in the Car Park would not be an acceptable option. It was agreed to write to the Secretary of the Park Homes Residents Association to make it known to Park Home Residents as members of the Public and residents of Radcliffe, they are very welcome to use the Car Park space for an Assembly Point for Emergencies whenever they want to.

15. Village Signage Project: To Receive and Approve the Report of the Working Group

Noted and discussed. The Village Signage Working Group have been meeting for some time and now have a grant application approved by NCC. The History Information Boards and photographs have been provided by Radcliffe Local History Group, meaning that a resident or visitor will get to know the history of the area. There are also maps indicating the layout of the Village and places of interest and Fingerposts pointing to specific locations of interest. It is thought these signs will be a great enhancement for the Village which residents will also appreciate. Permission from private landowners to place the lecterns is also being sought, the project is making good progress and it is hoped everything will be completed in the winter period. The placement of the new Fingerposts was then discussed and it was confirmed there will be a very large coloured map situated in the centre of the village outside the Post Office in a refurbished Notice Board (A0 Size). It was also noted the Cropwell Road sign needs refurbishing and not replacing as this is an asset to the village in its original format. Cara Prendergast from RBC who was looking at signs for the Station, also thought the current Village signs were in a poor condition and would raise this with NCC. It was noted that the PC has £6,790 in the budget and also has a grant of £10,000 from the NCC Local Improvement Scheme for the Village Signage.

16. Skatepark Project: Update & To Approve Site Investigation and Project Management Recommendations

All the funding has now been secured, thanks go to the Clerk for all her hard work and efforts in submitting funding applications. The project is now moving on to implementation and a meeting was held with the Skatepark Committee, and the PC for VIA to discuss project management. It is a very complex and major project and it is totally unreasonable to expect the Clerk to take this on single handed partly because of the expertise involved and also because of her regular daily work. In discussions with the RBC it has been decided (subject to Cllr members agreement) to use their auspices, legal support, expertise, procedures and tendering processes for the construction firms that carry out this type of construction. It helps that 'The Hook' which is the RBC Skatepark in Lady Bay are also undergoing a re-build which also gives a 'cross-over' of expertise in following procedures through. Therefore the PC is aiming to use VIA for Project Managing the Surveying, Tender, Construction and Health & Safety aspects of the project. The various phases of the project contained in the tables were

then discussed and it was noted that there had previously been a Topographical Survey carried out at NCC so this will save a little time and money at the start. Because of the specialist nature of the work involved the PC (via F&GP) can decide not to go out to tender and recommends that VIA project manage the new Radcliffe SkatePark. Further discussions regarding PC Health and Safety Liability, Site Safety in Compliance with CDM, Costs, Landfill Tax, and the limited number of Skatepark Construction Companies the tender would go out to. It was noted that the Skatepark Committee are very confident in the RBC and VIA, are aware of the importance to get the project absolutely correct and will make the PC aware of the Contractor for tender to achieve the best possible Skatepark facility. It was Resolved: "That VIA be contracted to carry out the site investigation and project management of the SkatePark Redevelopment Project at a total cost of £15,482, funded via the Project Budget."

17. N.C.C/VIA/Christmas

To Receive a Report, Recommendation and Quotation: Grange Grounds Outdoor Electrical Supply and Infrastructure

Noted and discussed. Sally Horn (Acting Parish Clerk) confirmed the outdoor electrical supply via a stump in the Grange Grounds is in a poor state and is unsafe and don't meet current Electricity Compliance. VIA therefore have provided a quote for remedial work at a total cost of total cost of £3196.62. Also as the trees outside the shops have been crowned this year, the tear drop Christmas Lights usually displayed will not be an option as the trees are not tall enough. It is proposed these lights now be displayed on the two Magnolia trees in The Grange Grounds. The quote to supply/facilitate electricity for the first Magnolia tree is £411.78. Overall the difference in the Christmas lights budget is only £67. Cllrs agreed the tear drop lights on the Magnolia nearest the gates would provide more impact than the usual small decorated Christmas Tree at the front of the Grounds. Once the supply is connected for the trees, different tree lights can be used in future.

It was Resolved: "To recommend a request for funds of £3,196.62 from the F& GP Committee to enable the remedial works to be undertaken. (Clarification is required regarding Financial Regs)".

It was also Resolved: "To accept a VIA quote of £411.78 from the Christmas Lights Budget and to arrange for works to install a RCD and Commando Socket to supply electricity for the driveway Magnolia tree Christmas Lights in the Grange Grounds."

Christmas Lighting Scheme 2018: Costings Update

Noted. There will be a saving of £1600 for the Christmas lights next year as the PC will then own and not be hiring the lights from Blachere. It was Resolved: "The Amenities Committee accepted the recommendations of the Christmas Lights Working Group, Total Cost £6,067, Budget £6,000 Diff £67. All costings are detailed in the Christmas Lighting Scheme 2018 Final Costings Update Table."

18. To Consider Memorial Plaques on Logs for Rockley Park

Noted. Cllr Moore had seen an example of the memorial plaques on logs whilst she was on holiday in Scotland. The Chairman requested this issue be deferred to the next Amenities meeting on the 15<sup>th</sup> October to allow time for more details and information to be presented.

19. Play Area Remedial Works Required: To Receive a Report

For Cllrs information: Cllrs were made aware of the problems PC Staff have had with PC Playground Equipment Suppliers. Urgent remedial works are required at all PC Play areas in Radcliffe, therefore the office has instructed that Jon Walker Ltd carry out immediate repairs.

20. Correspondence: Woodland Trust: Tree Planting Opportunity

Noted and discussed. There were concerns if this offer of 'Trees on the Trent' was accepted then maintenance/watering/after-care at the Lily Ponds would become an issue due to PC staffing issues. Cllrs therefore decided not to proceed with this Tree Planting Opportunity and the Chairman requested the PC Office to advise Jess Harrison of the Woodland Trust with their decision.

21. Councillors' Reports

- Cllr Clegg notified Cllrs that she did not attend the RBC Planning meeting last week, however there was nothing on the Planning Agenda for Radcliffe.
- Cllr Banner asked if the PC was advertising a replacement for Matthew Williams. Cllr Barton confirmed a decision had not been taken as yet

- Cllr Agar attended a RICS Conference today. Cllr Cutts who is Chair of the Delivery Board for the new Toton Station spoke of a vision for the new infrastructure. Andrew Pritchard, who represents NCC at a regional level was also there and spoke about the duelling of the A46 at Newark onto the Humber Bridge. However there was no mention of the A52 and there wasn't an opportunity to ask questions. Cllr Agar will now draft a letter to Cllr Cutts regarding the lack of a carriageway link between Nottingham and the A46 at Bingham and if there are any proposals for duelling in future.
- Cllr Brears noted that Dewberry Hill was looking very good, and the mowing and cutting was the best that had been done in a long time.

22. Date of Next Meeting  
Monday 15 October 2018

There being no further business, the meeting closed at 8.55pm

Signed: Chairman ..... Date .....